

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
No. 10-37

SECURITY
12 September 1980

REQUEST FOR SPECIAL ACCESS APPROVAL
FORMS 2018 and 2018a

In an attempt to eliminate useless duplication, all offices are requested to submit requests for Special Access Approvals on a form 2018 (for Contractors) and form 2018a (for Staff employees). These forms are used throughout the community and will replace written memorandums now used at NPIC stating the same information (i.e. justification and concurrence). The following instructions explain each entry required on the form. The Security Branch is available to answer any questions.

INSTRUCTIONS: (See examples attached)

2018a (Staff Employees and Assignees)

ITEM: 1 through 5. These items are self explanatory (date and place of birth not necessary; submit if available. SSN must be submitted).

6. ORGANIZATION Enter CIA or DIA.

7. COMPONENT Enter DDS&T or for DIA enter DB-5.

8. SUB-DIVISION Enter NPIC.

9. Signature of requesting official (supervisor or in case of a new EOD, personnel officer).

10-11. CONCUR/APPROVED Should be approved by Group Chief; in the case of [] DA they should also be approved by the Chief, Support Staff, for the Director, and by the TCO. IND and TKO also require approval by the Program Director, []

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12. ACCESSES REQUESTED (Use proper digraphs only) do not use the complete code name of the project, it is classified. Examples: []

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13. JUSTIFICATION The entire justification should be unclassified and should explain why access is

ADMINISTRATIVE-INTERNAL USE ONLY

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needed. Entries such as "duties require" or "to perform duties" are unacceptable. Visits to restricted sites, mandatory attendance of restricted meetings, some analysis and administrative handling are acceptable justifications. For new EOD's, employment at NPIC is justification for SI, TK [] for PEG.

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If a classified justification is necessary, the entire justification should be prepared on a separate sheet of paper which is attached to the 2018a. In such a case "see attached classified justification" would be entered at Item 13. This will require appropriate classification.

14. REQUESTER's MAIL ADDRESS Should read "IN 600

[]

15. SIGNATURE Should read NPIC Security Branch.

2018 (Contractor's Employees)

ITEM: 1 through 5. These items are self explanatory (date and place of birth not necessary; submit if available. SSN must be submitted)

6. ORGANIZATION and ADDRESS Company Name and Address.

7. POSITION Job title.

8. ACCESSES REQUESTED Use proper Digraphs only.
Examples: []

STAT

9. PHASE Enter "III"

10. CONTRACT NO. Not necessary; enter if known.

11. JUSTIFICATION See justification above under 2018a.

12. REQUESTING OFFICIAL Sponser's Signature.

- 13 through 15. CONCUR/APPROVED Complete as appropriate. See CONCUR/APPROVED above under 2018a.

ROUTING SLIPS: (Form 610)

Requests for special access approvals should be accompanied by a routing slip with one or more of the following designations:

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Approved For Release 2006/09/26 : CIA-RDP87B00832R000100020096-3

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FILE

REQUEST FOR SECURITY ACCESS APPROVAL

DATE

①

SUBJECT'S NAME (last,first,middle)

②

BIO
DATAATTACHED
ON FILE

OS FILE NO.

DATE OF BIRTH (da,mo,yr)

③

PLACE OF BIRTH

④

SOCIAL SECURITY NO.

⑤

CODE (CIB USE)

ORGANIZATION AND ADDRESS

⑥

POSITION

⑦

SUBSIDIARY OF:

SECURITY APPROVAL IS REQUESTED FOR SUBJECT'S ACCESS TO

⑧

AND/OR PROJECT(S)

PHASE

⑨

CONTRACT NO.

⑩

JUSTIFICATION:

⑪

REQUESTING OFFICIAL

⑫

SCO-CSO-TSO

DATE

APPROVED

⑬

HQS. PROJECT OFFICER

DATE

TO: Chief, CIB (Thru appropriate approving officers)

DATE

Notes:

☐ PROCESS ACCESS APPROVAL(S)☐ CHANGE STATUS FROM _____ TO _____☐ CANCEL REQUEST DATED _____☐ CANCEL APPROVAL (Never briefed)☐ DEADLINE DATE _____

HEADQUARTERS SECURITY OFFICER

CONCUR
APPROVED

⑭

SIGNATURE and TITLE

DATE

APPROVED

SIGNATURE and TITLE

DATE

CONCUR
APPROVED

⑮

SIGNATURE and TITLE

DATE

APPROVED

SIGNATURE and TITLE

DATE

CIB INDEX SEARCH

TO: Chief, CD/I & CB
FOR ACTION INDICATED ABOVE

CHIEF, CIB

DATE

TO: Chief, CIB

CASE NO. _____

BIDATED (Julian) _____

SECURITY ACCESS APPROVAL(S) REQUESTED ABOVE GRANTED. PLEASE RECORD AND ADVISE REQUESTER.

C/I & CB

DATE

☐ NOTE: ATTACHED COMMENTS

TO: Headquarters Security Officer

SECURITY ACCESS APPROVAL(S) GRANTED. ADVISE CIB WHEN BRIEFING CONDUCTED. APPROVAL WILL BE CANCELLED IF CIB NOT ADVISED OF BRIEFING WITHIN 120 DAYS OF DATE SET OUT IN THIS BLOCK AND WILL REQUIRE REVALIDATION IF AGAIN REQUIRED

☐ SEE ATTACHMENT

CHIEF, CIB

CLASSIFY AS APPROPRIATE

SPECIAL ACCESS APPROVAL (Submit original and five copies to CIB/SSC)				FILE WHEN INITIALED	
SUBJECT'S NAME (Last, First, Middle)				DATE OF REQUEST	
				①	
②			SSN		
DATE OF BIRTH (Da Mo Yr)		POSITION		CODES BELOW ARE FOR CIB USE ONLY	
④		⑤			
ORGANIZATION CODE		COMPONENT CODE		SUB-DIVISION CODE	
⑥		⑦		⑧	
TO: CHIEF, CIB THRU THE APPROPRIATE APPROVING AND CONCURRING OFFICERS					
APPROVED		TCO/CIA		DATE	
APPROVED		DD/S&T		DATE	
CONCUR APPROVED		DATE		CONCUR APPROVED	
⑩		DATE		CONCUR BCO-TCO/OD&E	
CONCUR APPROVED		DATE		APPROVED DD/OD&E	
⑪		DATE		DATE	
IT IS REQUESTED THAT SPECIAL ACCESS APPROVAL BE GRANTED FOR THE SUBJECT IN THE FOLLOWING PROJECT(S) AND PHASE WHERE APPLICABLE. JUSTIFICATION:					
⑬					
⑫					
⑨					
REQUESTER'S MAIL ADDRESS (Room and Building)				SIGNATURE	
⑭				⑮	
CIB INDEX SEARCH					
TO: CHIEF, CD/I&CB (For action indicated)					
TK _____ SI _____ BYEMAN _____ OTHER _____ (Specify)					
CHIEF, CIB				DATE	
TO: CIB					
CASE NO. _____ BI DATE (Julian) _____					
SUBJECT MEETS ESTABLISHED SECURITY CRITERIA FOR SPECIAL ACCESS(S) REQUESTED					
CD/I&CB				SIGNATURE	
DATE				DATE	
TO: REQUESTER					
DATE					
⑬					
SUBJECT HAS BEEN APPROVED					
ADVISE CIB DATE BRIEFED					
ARRANGE WITH SSC FOR BRIEFING					
CHIEF, CIB SIGNATURE					